

Retention and Classification Report

Agency: Duchesne County (Utah). County Auditor (1684)

Duchesne County Administrative Bldg
734 North Center St., P.O. Box 910
Duchesne, UT 84021
738-2435

Records Officer Cristina Neilson

25891	Annual financial reports
10051	Approved county budgets
04995	Audit reports
26579	Community Development Block Grant records
02831	May tax sale records and auditor's tax deeds
10073	Monthly retirement reports
10067	Payroll check register
10068	Payroll final year-to-date report
26462	Scrapbooks
04985	Tax abatements
04996	Tax levies
18721	Tax sale minutes

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 25891

3

TITLE: Annual financial reports

DATES: 1919-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are statistical reports on the financial affairs of the entire county or a specific department. These reports usually include a statement on the value of all county owned property, and an accounting of all income and expenditures in relationship to the final budget.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 3.

AUTHORIZED: 08/30/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 25891

TITLE: Annual financial reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 10051

3

TITLE: Approved county budgets

DATES: 1928-

ARRANGEMENT: Chronological

DESCRIPTION:

The budget is a "plan for financial operations for a fiscal year, embodying estimates for proposed expenditures for given purposes and the means of financing the expenditures" (UCA 17-36-3(14) (1995)). "On or before the 15th day of the last month of each fiscal year, the governing body by resolution shall adopt the budget which, subject to further amendment, shall thereafter be in effect for the next fiscal year. A copy of the final budget, and of any subsequent amendment thereof, shall be certified by the budget officer and filed with the state auditor not later than thirty days after its adoption" (UCA 17-36-15 (1995)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 3, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 10051

TITLE: Approved county budgets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 4995

3

TITLE: Audit reports

DATES: 1915-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the county's financial activities for the year. Includes statements of receipts and disbursements and established funds of the county.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 13, Item 6.

AUTHORIZED: 09/14/1990

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 4995

TITLE: Audit reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 26579

3

TITLE: Community Development Block Grant records

DATES: 1978-

ARRANGEMENT: chronological.

DESCRIPTION:

These files document the application and completion of projects funded under community development block grant funds. These projects include both direct grants and regrants. These files contain the initial application, and all final reports.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 48.

AUTHORIZED: 08/25/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after project completed and then microfilm.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 26579

TITLE: Community Development Block Grant records

(continued)

APPRAISAL:

Administrative Fiscal Historical

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 2831

3

TITLE: May tax sale records and auditor's tax deeds

DATES: 1910-

ARRANGEMENT: Chronological, thereunder numerical by deed number.

DESCRIPTION:

These deeds are issued by the county auditor conveying property to purchasers of real property sold for delinquent taxes. "The county auditor may, in the name of the county, execute deeds conveying in fee simple all property sold at public sale to the purchaser and to attest this with the auditor's seal. Deeds issued by the county auditor . . . shall [include] the total amount of all the delinquent taxes, penalties, interest and administrative costs which were paid in for the execution and delivery of the deed, the year for which the property was assessed and sold to the county at preliminary sale, a full description of the property and the name of grantee, and when executed and delivered by the auditor" UCA 59-2-1351.1(9)(a) (1995)). The deed issued by the county auditor "shall be recorded by the county recorder" (UCA 59-2-1351.1(9)(c) (1995)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 13, Item 7.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 2831

TITLE: May tax sale records and auditor's tax deeds

(continued)

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Digital image: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 10073

3

TITLE: Monthly retirement reports

DATES: 1978-

ARRANGEMENT: Chronological, thereunder numerical by social security number
DESCRIPTION:

This is a monthly report submitted to State Retirement on amounts contributed to retirement system. It is used for verification purposes. The Office of Education sends monthly the information on magnetic tape to State Retirement and prints a paper copy for the school district, later the Retirement Office sends the district worksheets to check data. Includes social security number, member name, fund agency, period covered, amount contributed, earnings, and amounts employee and employer paid.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1982 through 1982. Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 3 years and then destroy.

Microfilm duplicate: Retain in Office for 3 years and then destroy.

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 10073

TITLE: Monthly retirement reports

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 10067

3

TITLE: Payroll check register

DATES: 1983-

ARRANGEMENT: Chronological, thereunder employee number

DESCRIPTION:

Includes employee number and name, department number, social security number, check number, dollar amount, pay period, and salary.

RETENTION:

Retain 65 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 58 years and then destroy.

APPRAISAL:

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 10067

TITLE: Payroll check register

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 10068

3

TITLE: Payroll final year-to-date report

DATES: 1983-

ARRANGEMENT: Chronological, thereunder alphabetical by surname

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain 65 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 65 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in Office for 65 years after being

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 10068

TITLE: Payroll final year-to-date report

(continued)

microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 26462

3

TITLE: Scrapbooks

DATES: 1993-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are a chronological record of the activities of the county or individual county department. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to county activities and actions and reactions of county citizens.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 5.

AUTHORIZED: 02/05/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 26462

TITLE: Scrapbooks

(continued)

APPRAISAL:

Administrative Historical

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 4985

3

TITLE: Tax abatements

DATES: 1954-

ARRANGEMENT: Chronological, thereunder alphabetical by type of abatement

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are used for granting exemption of property taxes for disability, aged, veteran status or extreme hardship. The actual numbers and types of abatements vary according to size of the auditor's office. These files contain application forms completed by taxpayers requesting exemption of property tax. Includes applicant's name, address, birth date, age, social security number; property serial number; name of county; a series of questions concerning financial situations; numbers of acres; computation of household income; the notarized signatures of applicant and applicant's spouse; all necessary supporting documentation; and action taken. Since abatement records are historically valuable, the retention of these records is dependent upon which records are created by the office.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 13, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 4985

TITLE: Tax abatements

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 4996

3

TITLE: Tax levies

DATES: 1915-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files contain an original report submitted to the State Tax Commission for taxes levied by the county. The file includes a summary form from the county auditor and specific forms from individual taxing entities to the county auditor and State Tax Commission. The summary form includes the date, the name of the county, lists of levies set for year, the purpose of the levy, the levy authorized (statute or local ordinance), the number of mills levied, the total number of mills levied, and the signature of the county auditor. The specific form includes the date, the name of the county auditor, the name of the taxing district, the purpose of the levy, the authorization of the levy, the number of mills levied, the total number of mills levied, the signature of the financial officer.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 4996

TITLE: Tax levies

(continued)

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 18721

3

TITLE: Tax sale minutes

DATES: 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the minutes of the actual sale of real property at tax sales. Includes the date, time and place of sale, names of persons conducting the sale, description of proceedings, listing of properties sold, amount of taxes owed, purchase price, and name(s) of purchaser. Along with minutes, this series includes certified mail certificates and other documents related to the tax sale process.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 13, Item 14.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Duchesne County (Utah). County Auditor

SERIES: 18721

TITLE: Tax sale minutes

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public